



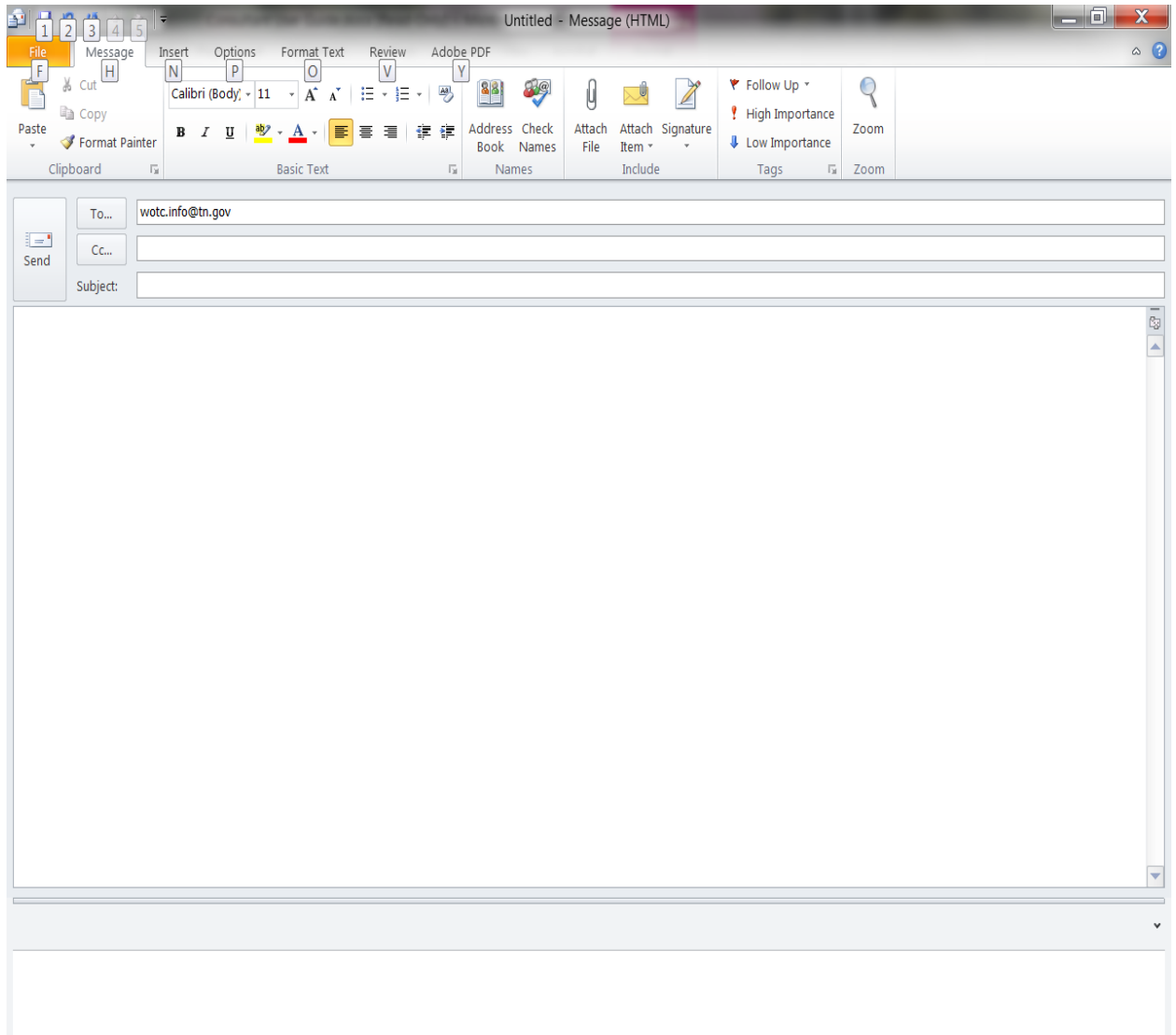
Work Opportunity Tax Credit Consultant Registration Instruction

Please contact us at 844.216.8495 or WOTC.info@tn.gov with any questions

1. Go to <https://wfs.tdlwd.tn.gov/eWOTC/>
2. Click on the Apply Now link to get started.

A screenshot of a web browser showing the Work Opportunity Tax Credit (WOTC) registration page. The browser's address bar shows the URL: https://ecmats-test.tn.gov/eWOTC/views/eWOTCHome.jsf;jsessionid=28C5E7A1B22C61E0957ED598B7EB71B9.ecmatstest1. The page has a dark blue header with the "TN" logo and the text "Work Opportunity Tax Credit WOTC". Below the header, there are three main sections: "Employers", "Consultants", and "State Coordinator". Each section has a description, a "Sign In" button, and an "Apply now" button. An arrow points from the "Apply now" button in the "Consultants" section to the "Apply now" button in the "State Coordinator" section. Below these sections is a light blue box with a list of links: "Eligibility Requirements", "Target Groups and Documentations Required", "Forms", "Learn More", and "Contact Us". The "Contact Us" section is highlighted in red. At the bottom, there are two contact options: "Call Us" with the phone number (844) 216 8495 and "Email Us" with the email address WOTC.INFO@TN.GOV. In the bottom right corner, there is a chat widget with a speech bubble icon and the text "Chat with us" and "Type your message here".

3. A window using Outlook will appear allowing you to send an email to the WOTC unit. In this email, you will need to request your initial account.



4. Once the account is created, you will receive an email that will include your user name and password for the administrator of the account. The administrator will need to sign in. If you need assistance at any point during this process, you will be able to type a message into the chat box in the lower right hand corner of the screen and choose WOTC as the department.

The screenshot displays the Tennessee Work Opportunity Tax Credit (WOTC) website. The browser address bar shows the URL: <https://ecmats-test.tn.gov/eWOTC/views/eWOTCHome.jsf?jsessionid=28C5E7A1B22C61E0957ED598B7EB71B9.ecmatstest1>. The page features a header with the TN WOTC logo. Below the header, there are three main sections: Employers, Consultants, and State Coordinator. Each section provides a brief description of the account type and links for 'Sign in' and 'Apply now'. The 'Consultants' section has a 'Sign in' button highlighted with a black arrow. At the bottom of the page, there is a 'Contact Us' section with links for 'Call Us' (844) 216 8495 and 'Email Us' (WOTC.INFO@TN.GOV). In the bottom right corner, there is a chat box with a 'Chat with us' button and a text input field labeled 'Type your message here', also highlighted with a black arrow.

5. The screen below will be displayed once you click on the sign in link. Enter the username and password from your email confirmation and click on login.

The screenshot shows a web browser window with the URL <https://ecmats-test.tn.gov/eWOTC/views/Consultant/Consultantlogin.jsf>. The page header includes the TN Department of Labor & Workforce Development logo and the text "WORK OPPORTUNITY TAX CREDIT" and "CONSULTANT". A "Home" link is visible. The main content area features a "CONSULTANT SIGN-IN" box with the following fields and buttons:

- Username**: Input field containing "cg20181".
- Password**: Input field containing "*****".
- Login**: Button with a lock icon.
- [Forgot your Password?](#): Link below the login button.

A large, faint watermark of the three-star logo is visible in the background. A "Chat with us" button is located in the bottom right corner.

6. This screen will be displayed. Click on My WOTC Employers.

The screenshot shows a web browser window with the URL <https://ecmats-test.tn.gov/eWOTC/views/Consultant/ConsultantHome.jsf>. The page header includes the TN Department of Labor & Workforce Development logo, the title "WORK OPPORTUNITY TAX CREDIT", and the user role "CONSULTANT". The user is logged in as "DAWN TAWATER" and has a "Logout" button.

In the navigation bar, there are two links: "WOTC Dashboard" and "My WOTC Employers". An arrow points to the "My WOTC Employers" link.

The main content area displays a section titled "WOTC Application Information" with a "Choose Year--" dropdown menu. Below this, there is a table with the following columns: "Employer Name", "EIN", "Total Applications", "Approved", "Denied", "Need ICF", and "Pending Documentation". The table shows "No records found." and a pagination bar indicating "(1 of 1)" records and a page size of "10".

A "Chat with us" button is located in the bottom right corner.

7. Click on Add New Employer

The screenshot displays the 'WORK OPPORTUNITY TAX CREDIT' interface for a consultant. The header includes the TN Department of Labor & Workforce Development logo and the title 'WORK OPPORTUNITY TAX CREDIT'. The user is logged in as 'DAWN TAWATER' and is viewing the 'My WOTC Employers' section. A black arrow points to the 'Add New Employer' button, which is located at the top left of the table. The table has columns for Employer Name, City, State, FEIN, POA Status, and Action. The table shows one record with the text 'No records found.' below it. The bottom right corner features a 'Chat with us' button.

Employer Name	City	State	FEIN	POA Status	Action
No records found.					

8. Enter the information requested on this screen. Click submit.

WORK OPPORTUNITY TAX CREDIT

Department of Labor & Workforce Development

WOTC Dashboard My WOTC Employers CONSULTANT DAWN TAWATER Logout

Add New Employer (1 of 1) Search all fields: Enter keyword

Employer Name City State FEIN POA Status Action

No records found

Employer Management - Please enter all the required fields marked with * before submit.

Check if Employer Exist

FEIN : 111111111 Please verify if Employer exists by entering FEIN here before you proceed further.

Employer Information

* FEIN : 111111111 * Company Name : Age Old Crafters

* Address 1 : 234 Anywhere St Address 2 :

* City : Nashville * State : TENNESSEE

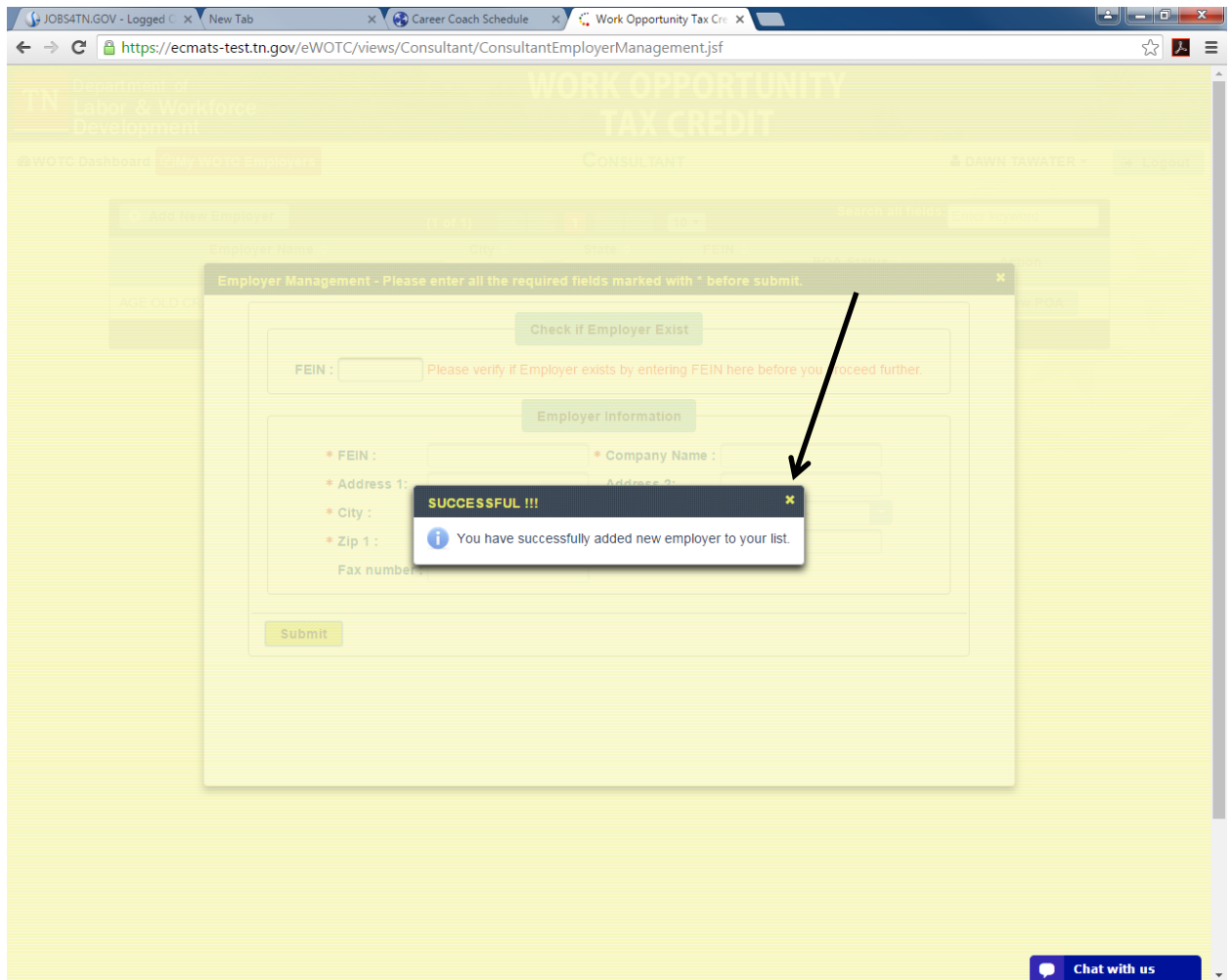
* Zip 1 : 37243 Phone number : 6155555555

Fax number :

Submit

Chat with us

9. This screen will be displayed. Click on the x in the popup window to close the popup.



10. You will be returned to the screen below to continue entering any other employers. When you have completed entering the information for all employers, click on the x to close the box.

JOBS4TN.GOV - Logged in | New Tab | Career Coach Schedule | Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Consultant/ConsultantEmployerManagement.jsf

TN Department of Labor & Workforce Development

WORK OPPORTUNITY TAX CREDIT

WOTC Dashboard | My WOTC Employers | CONSULTANT | DAWN TAYLOR | Logout

Add New Employer (1 of 1) 1 10 Search all fields: Enter keyword

Employer Name City State FEIN POS Status Action

AGE OLD CR

W POA

Employer Management - Please enter all the required fields marked with * before submit.

Check if Employer Exist

FEIN: Please verify if Employer exists by entering FEIN here before you proceed further.

Employer Information

* FEIN: * Company Name:

* Address 1: Address 2:

* City: * State:

* Zip 1: Phone number:

Fax number:

Submit

Chat with us

11. The screen below will allow you to enter new POAs for this employer. Click on Add New POA. The status of any POAs already entered will also be displayed to the right of the Add New POA button.

The screenshot displays the 'WORK OPPORTUNITY TAX CREDIT' Consultant Employer Management interface. The page header includes the TN Department of Labor & Workforce Development logo and the title 'WORK OPPORTUNITY TAX CREDIT'. The user is logged in as 'DAWN TAWATER' and is viewing the 'My WOTC Employers' section. A search bar is present at the top right. Below the header, there is a table with one employer listed: 'AGE OLD CRAFTERS' in 'NASHVILLE, TN' with FEIN '111111111'. The 'POA Status' is 'No POA on File'. An 'Add New POA' button is located next to the status, highlighted by a black arrow. The interface also includes a 'Chat with us' button at the bottom right.

Employer Name	City	State	FEIN	POA Status	Action
AGE OLD CRAFTERS	NASHVILLE	TN	111111111	No POA on File	Add New POA

12. Enter the start and end date of the POA as well as who is authorized to sign on the POA. Click on Choose button to select and upload POA and then click Submit.

The screenshot displays the 'New POA' form within the WOTC portal. The form is titled 'New POA - Please enter all the required fields marked with * before submit.' and contains the following fields:

- Consultant Name:** TDLWD - TEST
- Company Name:** PRINCESSES
- FEIN:** 808013457
- * Start Date:** 04/01/2016
- * End Date:** 12/31/2016
- * Authorized:** Dawn Tawater (2988 characters remaining)
- POA Notes:** (1500 characters remaining)
- * Upload Supporting Document:** WOTCEE 9645.pdf (1500 characters remaining)
- Document Notes:** (1500 characters remaining)

Two arrows are present: one pointing to the 'Choose' button next to the 'Upload Supporting Document' field, and another pointing to the 'Submit' button at the bottom right of the form. A chat window is visible in the bottom right corner of the page.

13. This screen will be displayed. Click the x in the upper right hand corner of the pop up box to close.

The screenshot displays the 'WORK OPPORTUNITY TAX CREDIT' consultant interface. The page header includes the TN Department of Labor & Workforce Development logo and the title 'WORK OPPORTUNITY TAX CREDIT'. The user is logged in as 'DAWN TAWATER'. The main content area shows a table of employers with the following data:

Employer Name	City	State	FEIN	POA Status	Action
MAGIC LAND	RAINBOW CITY	TN	987654321	EXPIRED	Add New POA
AGE OLD CRAFTERS	NASHVILLE	TN	111111111	EXPIRED	Add New POA
CEE CEE'S BEAUTY SALON	ANTIOCH	TN	777771183	EXPIRED	Add New POA
MICHAELS FINE DINING	MILLINGTON	TN	454545913	OK	
STOLEN	COLUMBIA	TN	370762122	NO POA on File	Add New POA
WOTC TEST	BAYTOWN	TX	222222222	NO POA on File	Add New POA
PRINCESSES	TUPELO	TN	808013457	NO POA on File	Add New POA
WAX ON WAX OFF CARWASH				NO POA on File	Add New POA
THIS IS ONLY A TEST LLC				NO POA on File	Add New POA

A pop-up message 'POA Added Successfully !!!' is displayed over the table, with an arrow pointing to the 'x' in its top right corner. The message also states 'The new POA has been added successfully.'.

14. Note that the POA status section for Princesses is now indicating awaiting approval.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Consultant/ConsultantEmployerManag

Department of Labor & Workforce Development

WORK OPPORTUNITY TAX CREDIT

WOTC Dashboard My WOTC Employers CONSULTANT DAWN TAWATER Logout

Search all fields: Enter keyword

Employer Name	City	State	FEIN	POA Status	Action
MAGIC LAND	RAINBOW CITY	TN	987654321	EXPIRED	Add New POA
AGE OLD CRAFTERS	NASHVILLE	TN	111111111	EXPIRED	Add New POA
CEE CEE'S BEAUTY SALON	ANTIOCH	TN	777771183	EXPIRED	Add New POA
MICHAELS FINE DINING	MILLINGTON	TN	454545913	OK	
STOLEN	COLUMBIA	TN	370762122	Waiting TN Approval	
WOTC TEST	BAYTOWN	TX	222222222	Waiting TN Approval	
PRINCESSES	TUPELO	TN	808013457	Waiting TN Approval	
WAX ON WAX OFF CARWASH	HENDERSONVIL	TN	654987321	NO POA on File	Add New POA
THIS IS ONLY A TEST LLC	HOUSTON	TX	447744774	No POA on File	Add New POA

(1 of 1)

Chat with us

Type your message here

15. Once the POA has been approved by WOTC, the POA status will change to OK. Once the status indicates OK, applications may be entered. Until then, you will be able to access the account and look at previous applications that have been entered, but you will not be able to enter new applications.

The screenshot displays the WOTC Consultant Employer Management interface. The header includes the Tennessee Department of Labor & Workforce Development logo and the title 'WORK OPPORTUNITY TAX CREDIT'. The user is logged in as 'DAWN TAWATER' and has access to the 'CONSULTANT' view. The main section is a table of employers with columns for Employer Name, City, State, FEIN, POA Status, and Action. The table lists several employers, including 'MAGIC LAND', 'AGE OLD CRAFTERS', 'CEE CEE'S BEAUTY SALON', 'MICHAELS FINE DINING', 'STOLEN', 'WOTC TEST', 'PRINCESSES', 'WAX ON WAX OFF CARWASH', and 'THIS IS ONLY A TEST LLC'. The POA Status for 'MICHAELS FINE DINING' is 'OK', and an arrow points to the 'Add New POA' button for this employer. The interface also includes a search bar and a chat widget at the bottom right.

Employer Name	City	State	FEIN	POA Status	Action
MAGIC LAND	RAINBOW CITY	TN	987654321	EXPIRED	Add New POA
AGE OLD CRAFTERS	NASHVILLE	TN	111111111	EXPIRED	Add New POA
CEE CEE'S BEAUTY SALON	ANTIOCH	TN	777771183	EXPIRED	Add New POA
MICHAELS FINE DINING	MILLINGTON	TN	454545913	OK	Add New POA
STOLEN	COLUMBIA	TN	370762122	Waiting TN Approval	
WOTC TEST	BAYTOWN	TX	222222222	Waiting TN Approval	
PRINCESSES	TUPELO	TN	808013457	Waiting TN Approval	
WAX ON WAX OFF CARWASH	HENDERSONVIL	TN	654987321	NO POA on File	Add New POA
THIS IS ONLY A TEST LLC	HOUSTON	TX	447744774	No POA on File	Add New POA

16.To enter applications, click on the FEIN number with an approved POA. The screen below will be displayed. Click on Add New WOTC Application.

The screenshot shows a web browser window with multiple tabs open, all titled "Work Opportunity Tax Credit". The address bar shows the URL: <https://ecmats-test.tn.gov/eWOTC/views/Consultant/ConsultantApplicationSearch>. The page header includes the Tennessee Department of Labor & Workforce Development logo and the title "WORK OPPORTUNITY TAX CREDIT". The user is logged in as "DAWN TAWATER" with a "Logout" link. The page is titled "CONSULTANT" and displays the employer information: "EMPLOYER: MICHAELS FINE DINING FEIN: 454545913".

The main section is titled "WOTC APPLICATIONS SEARCH" and contains several input fields: "SSN", "First Name", "Last Name", "Status", "Fiscal Year", "Date Type", "From Date", "To Date", and "Other Actions". A "Refresh" button is located to the right of the search fields. Below the search fields, there are three colored buttons: "Approved Applications" (green), "Denied Applications" (red), and "Pending document Applications" (purple). A black arrow points to the "Add New WOTC Application" button, which is located at the bottom right of the search section.

Below the search section, there is a table with the following columns: "Application", "SSN", "First Name", "Last Name", "FY", and "Status". The table shows "No records found." and "Total 0 records." at the bottom. A chat window is visible in the bottom right corner with the text "Chat with us" and a "Type your message here" input field.

17. To add a new application, enter all of the information marked with a red asterisk in each section below. Once the Employee info is entered, click the next button.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Consultant/NewApplications.jsf?faces-

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WORK OPPORTUNITY TAX CREDIT

WOTC Dashboard My WOTC Employers **CONSULTANT** DAWN TAWATER Logout

EMPLOYER: MICHAELS FINE DINING FEIN: 454545913

Employee Info 8850 - Page 1 8850 - Page 2 ICF 9061 Form Confirmation

Employee Details

* SSN :

* First Name :

* Last Name :

Birth Date : MM/DD/YYYY

* Address 1 :

Address 2 :

* City :

* St :

* Zip 1 :

Employee Email Address :

Next

Chat with us

Type your message here

18. Fill out the 8850 –Page 1 information by checking the boxes that apply. In the Signature section, be sure to check in the signature box and enter the date. Click on the next button.

Work Opportunity Tax Credit | <https://ecmats-test.tn.gov/eWOTC/views/Employer/NewApplications.jsf>

Employee Info | **8850 - Page 1** | 8850 - Page 2 | ICF 9061 Form | Confirmation

8850 Details - Page 1

☐ 1) Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.

☐ 2) Check here if any of the following statements apply to you.

- ☐ I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
- ☐ I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (foodstamps) for at least a 3-month period during the past 15 months.
- ☐ I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
- ☐ I am at least age 18 but not age 40 or older and I am a member of a family that:
 - a. Received SNAP benefits (food stamps) for the past 6 months; or
 - b. Received SNAP benefits (food stamps) for at least 3 of the past 5 months, but is no longer eligible to receive them.
- ☐ During the past year, I was convicted of a felony or released from prison for a felony.
- ☐ I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
- ☐ I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.

☐ 3) Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.

☐ 4) Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.

☐ 5) Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.

☐ 6) Check here if you are a member of a family that:

- ☐ Received TANF payments for at least the past 18 months; or
- ☐ Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; or
- ☐ Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.

Signature - All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

* Job Applicant's Signature : ☐ Select check-box in lieu of your signature

* Date :

[Back](#) [Next](#)

10:08 AM 3/15/2016

19. The employer details will be automatically populated and cannot be changed. Filling in the date applicant section and the employers signature section is required. The final date listed in the employers signature section will be auto populated and cannot be changed. The name of the person signing in this section cannot be the applicant name, but should be the company representative's name. Click the next button.

The screenshot shows a web browser window with the URL <https://ecmats-test.tn.gov/eWOTC/views/Consultant/NewApplications.jsf?faces->. The page header includes the Tennessee Department of Labor & Workforce Development logo and the title "WORK OPPORTUNITY TAX CREDIT". The user is logged in as "DAWN TAWATER" and is viewing the "CONSULTANT" form.

The form is titled "EMPLOYER: MICHAELS FINE DINING FEIN: 454545913". It has tabs for "Employee Info", "8850 - Page 1", "8850 - Page 2" (which is active), "ICF 9061 Form", and "Confirmation".

The "8850 - Page 2" section is divided into three main parts:

- Employer Details - For Employer's Use Only:** This section contains fields for FEIN (454545913), Company Name (MICHAELS FINE DINING), Contact Person's Name, Telephone #, Employer's Contact Email, and Address (9090 CHANCE WAY, MILLINGTON, TN 38088). There is also a checkbox for "If, based on the individual's age and home address, he or she is a member of group 4 or 6 (as described under Members of Targeted Groups in the separate instructions), enter that group number (4 or 6)".
- Date Applicant:** This section contains four date fields: "Gave Information:" (04/08/2016), "Was Offered Job:" (04/08/2016), "Was Hired:" (04/08/2016), and "Started Job:" (04/08/2016).
- Employers Signature:** This section contains a declaration: "Under penalties of perjury, I declare that the applicant provided the information on this form on or before the day a job was offered to the applicant and that the information I have furnished is, to the best of my knowledge, true, correct, and complete. Based on the information the job applicant furnished on page 1, I believe the individual is a member of a targeted group. I hereby request a certification that the individual is a member of a targeted group." Below this are fields for "Employer's Signature:" (with a checkbox "Select check-box in lieu of your signature"), "Name of Person Signing" (Michael Jones), "Title" (Owner), and "Date:" (04/08/2016).

At the bottom of the form, there are "Back" and "Next" buttons. A chat window is visible in the bottom right corner with the text "Chat with us" and a "Type your message here" input field.

20. Fill out the 9061 form. Every field marked with a red asterisk is required.

Work Opportunity Tax Credit x Work Opportunity Tax Credit x Work Opportunity Tax Credit x +

https://ecmats-test.tn.gov/eWOTC/views/Consultant/NewApplications.js?faces- Search

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TN Department of Labor & Workforce Development

WOTC Dashboard My WOTC Employers **CONSULTANT** DAWN TAWATER Logout

EMPLOYER: MICHAEL'S FINE DINING FEIN: 454545913

Employee Info 8850 - Page 1 8850 - Page 2 **ICF 9061 Form** Confirmation

APPLICANT INFORMATION

* 8. Have you worked for this employer before?
☐ Yes ☒ No If YES, enter last date of employment: MMDDYYYY

APPLICANT CHARACTERISTICS FOR WOTC TARGET GROUP CERTIFICATION

* 10. Starting Wage(Per Hour) Choose Wage

* 11(a). Position

* 11(b). Occupation Choose Occupation

* 12. Are you at least age 16, but under age 40? ☐ Yes ☒ No

* 13. Are you a Veteran of the U.S. Armed Forces?
☐ Yes ☒ No
If NO, go to Box 14.

* If YES, are you a member of a family that received SNAP (Food Stamps) benefits for at least 3 months during the 15 months before you were hired?
☐ Yes ☒ No
If YES, enter name of primary recipient city and state where benefits were received Select

* OR, are you a veteran entitled to compensation for a service-connected disability?
☐ Yes ☒ No

* If YES, were you discharged or released from active duty within the year before you were hired?
☐ Yes ☒ No

* OR, were you unemployed for a combined period of at least 6 months during the year before you were hired?
☐ Yes ☒ No

* 14. Are you a member of a family that received Supplemental Nutritional Assistance Program (SNAP) (Food Stamps) benefits for the 6 months before you were hired?
☐ Yes ☒ No

* OR, received SNAP benefits for at least a 3-month period within the last 5 months But you are no longer receiving them?
☐ Yes ☒ No

If YES to either question, enter name of primary recipient city and state where benefits were received Select

Chat with us

Type your message here

21. Sources for documentation are not required to be described, however the box certifying the information is true and correct must be checked. Click the next button when this page is complete. At least one of the questions 13-22 must be answered “yes” in order to submit the application.

Work Opportunity Tax Credit x Work Opportunity Tax Credit x Work Opportunity Tax Credit x +

https://ecmats-test.tn.gov/eWOTC/views/Consultant/NewApplications.jsf?faces- Search

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Was this a Federal or a State conviction? (Check one)
☒ Federal ☐ State

* 18. Do you live in a Rural Renewal County (RRC)?
☐ Yes ☒ No

* 19. Do you live in an Empowerment Zone and are at least age 16, but not yet 18, on your hiring date?
☐ Yes ☒ No

* 20. Did you receive Supplemental Security Income (SSI) benefits for any month ending within 60 days before you were hired?
☐ Yes ☒ No

* 21. Are you a veteran unemployed for a combined period of at least 6 months (whether or not consecutive) during the year before you were hired?
☐ Yes ☒ No

* 22. Are you a veteran unemployed for a combined period of at least 4 weeks but less than 6 months (whether or not consecutive) during the year before you were hired?
☐ Yes ☒ No

* 23. Sources used to document eligibility: (Employers/Consultants: List all documentation provided or forthcoming. SWAs: List all documentation used in determining target group eligibility and enter your initials and date when determination was made.)

☒ I certify that this information is true and correct to the best of my knowledge. I understand that the information above may be subject to verification.

Signature

* 24(a). Signature :
☒ Select check-box in lieu of your signature

* 24(b). Indicate with a TICK who signed the form
☐ Employer
☒ Consultant
☐ SWA
☐ Participating Agency
☐ Applicant
☐ Parent/Guardian (if applicant is a minor)

* 24(c). Date :
04/08/2016

Back Next

Chat with us

22. The confirmation screen will be displayed. If the information is not correct, please hit the back button to correct any info as needed. Click the submit button.

Work Opportunity Tax Credit x Work Opportunity Tax Credit x Work Opportunity Tax Credit x +

https://ecmats-test.tn.gov/eWOTC/views/Consultant/NewApplications.jsf?faces- Search

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TN Department of Labor & Workforce Development **WORK OPPORTUNITY TAX CREDIT**

WOTC Dashboard My WOTC Employers **CONSULTANT** DAWN TAWATER Logout

EMPLOYER: MICHAEL'S FINE DINING FEIN: 454545913

Employee Info 8850 - Page 1 8850 - Page 2 ICF 9061 Form **Confirmation**

Confirmation

Employee Details		Employer Details		Application Details		Consultant Details	
SSN:	123654897	FEIN:		Gave Information:	04-08-2016		
First Name:	JOHN	Company Name:		Was Offered Job:	04-08-2016		
Last Name:	SMITH	Representative:		Hire Date:	04-08-2016		
Birth Date:	Wed Apr 01 00:00:00 CST 1992	Address 1:		Start Date:	04-08-2016		
Address 1:	123 ANYWHERE ST	Address 2:		City:			
Address 2:		City:		State:			
City:	NASHVILLE	State:		Occupational Code:	03		
State:	TN	Zip:		Start Wage Code:	03		
Zip:	37228	Phone:					

Submit

Back

Chat with us

23. You will now have the opportunity to enter any further applicant's information as needed. When done, click the logout button.

24. You will have 90 days to upload any needed documentation.

25. To search applications, from this screen, choose any option listed to filter the results – you may choose by status type, date type, or by social security number or name.

Work Opportunity Tax Credit

Work Opportunity Tax Credit

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Consultant/ConsultantApplicationSearch

Search

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TN Department of Labor & Workforce Development

WORK OPPORTUNITY TAX CREDIT

WOTC Dashboard My WOTC Employers **CONSULTANT** DAWN TAWATER Logout

EMPLOYER: MICHAEL S FINE DINING FEIN: 454545913

WOTC APPLICATIONS SEARCH Refresh

SSN: Enter SSN to s First Name: Enter First Name to se Last Name: Enter Last Name to se Status: Choose Status Fiscal Year: YYYY

Date Type: Choose Date Type From Date: From Date To Date Type: New WOTC Application

Approved Applications Denied Applications Pending d

Expand the row to view more details about the Claim.
(1 of 1) 10

Application	SSN	First Name	Last Name	Status
No records found.				

(1 of 1) 10

Total 0 records.

Chat with us

26. Below we have filtered to view applications by those whose status are pending review.

Work Opportunity Tax Credit x Work Opportunity Tax Credit x Work Opportunity Tax Credit x +

https://ecmats-test.tn.gov/eWOTC/views/Consultant/ConsultantApplicationSearch Search

Most Visited TN Department of Lab... Welcome - Tennessee ... NewsChannel5.com N... Zendesk Work Opportunity Tax ...

TN Department of Labor & Workforce Development **WORK OPPORTUNITY TAX CREDIT**

WOTC Dashboard My WOTC Employers **CONSULTANT** DAWN TAWATER Logout

EMPLOYER: MICHAELS FINE DINING FEIN: 454545913

WOTC APPLICATIONS SEARCH Refresh

SSN: Enter SSN to s First Name: Enter First Name to se Last Name: Enter Last Name to se Status: Pending Review Fiscal Year: YYYY

Date Type: Choose Date Type From Date: From Date To Date: To Date Other Actions: Choose Type Add New WOTC Application

Approved Applications Denied Applications Pending document Applications

Expand the row to view more details about the Claim.

Application	SSN	First Name	Last Name	FY	Status	Actions
453607	123654897	JOHN	SMITH	2016	Pending Review	Actions

(1 of 1) Total 1 records.

Chat with us

27. To view application details, click on the red drop down arrow next to the application number.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Consultant/ConsultantApplicationSearch

Department of Labor & Workforce Development

WORK OPPORTUNITY TAX CREDIT

WOTC Dashboard My WOTC Employers

CONSULTANT

DAWN TAWATER Logout

EMPLOYER: MICHAELS FINE DINING FEIN: 454545913

WOTC APPLICATIONS SEARCH

Refresh

SSN: Enter SSN to s First Name: Enter First Name to see Last Name: Enter Last Name to see Status: Pending Review Fiscal Year: YYYY

Date Type: Choose Date Type From Date: From Date To Date: To Date Other Actions: Choose Type

Add New WOTC Application

Approved Applications Denied Applications Pending document Applications

Expand the row to view more details about the Claim.

(1 of 1)

Application	SSN	First Name	Last Name	FY	Status	
453607	123654897	JOHN	SMITH	2016	Pending Review	Actions

Application Details

Cert Target Grp:

Hire Date: 04-08-2016 Start Date: 04-08-2016 Certified Date:

Application Received: 04-08-2016

(1 of 1)

Total 1 records.

Chat with us

28. To view application or any documents that you have uploaded, including determinations, click on the yellow folder with the green arrow next to the status section of the page.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Consultant/ConsultantApplicationSearch

Department of Labor & Workforce Development

WORK OPPORTUNITY TAX CREDIT

WOTC Dashboard My WOTC Employers CONSULTANT DAWN TAWATER Logout

EMPLOYER: MICHAELS FINE DINING FEIN: 454545913

WOTC APPLICATIONS SEARCH Refresh

SSN: [Enter SSN to s] First Name: [Enter First Name to se] Last Name: [Enter Last Name to se] Status: Pending Review Fiscal Year: YYYY

Date Type: [Choose Date Type] From Date: [From Date] To Date: [To Date] Other Actions: [Choose Type] Add New WOTC Application

Approved Applications Denied Applications Pending document Applications

Expand the row to view more details about the Claim.

Application	SSN	First Name	Last Name	FY	Status	Actions
453607	123654897	JOHN	SMITH	2016	Pending Review	

Application Details

Cert Target Grp : []

Hire Date : 04-08-2016 Start Date : 04-08-2016 Certified Date : [] Application Received : 04-08-2016

(1 of 1) Total 1 records.

Chat with us

29. The pop up screen will show you documents submitted and download them.

Work Opportunity Tax Credit

https://ecmats-test.tn.gov/eWOTC/views/Consultant/ConsultantApplicationSearch

Most Visited TN Department of Lab... Welcome - Tennessee ... NewsChannel5.com N... Zendesk Work Opportunity Tax ...

TN Department of Labor & Workforce Development

WOTC Dashboard My WOTC Employers

CONSULTANT

DAWN TAWATER Logout

EMPLOYER: MICHAEL'S FINE DINING Firm: 454545913

WOTC APPLICATIONS SEARCH

Refresh

SSN: [Enter SSN to see] First Name: [Enter First Name to see] Last Name: [Enter Last Name to see] Status: [Pending Review] Fiscal Year: YYYY

Date Type: [Choose Date Type] From Date: [From Date] To Date: [To Date] Other Actions: [Choose Type]

Add New WOTC Application

Approved Applications Denied Applications Pending document Applications

Application Documents

File Name	Document Type	Submitted Date	Submitted BY	
8850.pdf	Form 8850	04-08-2016	TN-WOTC	Download
9061.pdf	Form 9061	04-08-2016	TN-WOTC	Download

Application Details

Cert Target Grp:

Hire Date:

04-08-2016

Chat with us

30. Click on the actions button to upload a new document or mark as no longer pursuing.

The screenshot displays the 'WORK OPPORTUNITY TAX CREDIT' application search interface. The top navigation bar includes the TN Department of Labor & Workforce Development logo, 'WOTC Dashboard', 'My WOTC Employers', and a user profile for 'DAWN TAWATER' with a 'Logout' button. The main header shows the employer as 'MICHAEL'S FINE DINING' with FEIN '454545913' and the user role as 'CONSULTANT'.

The 'WOTC APPLICATIONS SEARCH' section contains filters for SSN, First Name, Last Name, Status (set to 'Pending Review'), Fiscal Year, Date Type, From Date, To Date, and Other Actions. A 'Refresh' button and an 'Add New WOTC Application' button are also present.

Below the search filters, there are three status indicators: 'Approved Applications' (green), 'Denied Applications' (red), and 'Pending document Applications' (purple).

The main table lists applications. The first row is for application 453607, with SSN 123654897, First Name JOHN, Last Name SMITH, FY 2016, and Status Pending Review. The 'Actions' column for this row has a dropdown menu open, showing two options: 'Upload New Document' and 'Mark As No Longer Pursuing'. An arrow points to the 'Actions' button.

Below the table, there is a section for 'Application Details' for the selected application, showing 'Cert Target Grp', 'Hire Date', 'Start Date', 'Certified Date', and 'Application Received'.

The bottom of the page shows a 'Chat with us' button.